

CalATERS-Global Expense Summary

REPORT INFORMATION

Name Marcy J Mandel
Expense Dates 08/20/13-08/21/13
Form ID TEA000129243
Approver Richard J Chivaro
Start Date/Time 08/20/13 / 1855
End Date/Time 08/21/13 / 1945
Trip Location Sacramento
Purpose of Trip Official SCO business. Mtgs at BOE.
Authorization #/ Trip # /

REPORT TOTALS

Report Total 600.68 USD
Department Paid 455.32 USD
Advance Schedule Amount 0.00 USD
Amount Due Employee 145.36 USD

**** Charges are in USD unless otherwise noted**

EXPENSE DATA SUMMARY

| Date | Expense Item | Amount | Payment Type | Country | Ex. Rate | Charge to | USD |
|----------|-----------------------|--------|-----------------|-------------------|----------|-----------|--------|
| 08/20/13 | Airfare - Commercial | 208.79 | Department Paid | United States (US | 1.00 | | 208.79 |
| 08/20/13 | Lodging | 95.85 | Cash | United States (US | 1.00 | | 95.85 |
| 08/20/13 | Personal Auto Mileage | 5.65 | Cash | United States (US | 1.00 | | 5.65 |
| 08/20/13 | Incidentals | 6.00 | Cash | United States (US | 1.00 | | 6.00 |
| 08/21/13 | Airfare - Commercial | 208.79 | Department Paid | United States (US | 1.00 | | 208.79 |
| 08/21/13 | Breakfast | 8.00 | Cash | United States (US | 1.00 | | 8.00 |
| 08/21/13 | Lunch | 12.00 | Cash | United States (US | 1.00 | | 12.00 |
| 08/21/13 | Auto/Car Rental | 37.74 | Department Paid | United States (US | 1.00 | | 37.74 |
| 08/21/13 | Gasoline | 4.21 | Cash | United States (US | 1.00 | | 4.21 |
| 08/21/13 | Parking, Auto | 8.00 | Cash | United States (US | 1.00 | | 8.00 |
| 08/21/13 | Personal Auto Mileage | 5.65 | Cash | United States (US | 1.00 | | 5.65 |

Expense Sub-Totals

Auto/Car Rental 37.74
Airfare - Commercial 417.58
Gasoline 4.21
Parking, Auto 8.00
Breakfast 8.00
Lunch 12.00
Incidentals 6.00
Lodging 95.85
Personal Auto Mileage 11.30

Review Items - Exceptions and Questions

| Text | Response | Policy |
|------|----------|--------|
|------|----------|--------|

The amount claimed for Incidentals on 08/20/13 exceeds the maximum rate of 5.00 USD. Please explain.

PML 2013-022

45:4/10

The amount claimed for Breakfast on 08/21/13 exceeds the maximum rate of 7.00 USD. Please explain.

PML 2013-022

15:20

CalATERS-Global Expense Summary

The amount claimed for Lunch on 08/21/13 exceeds the maximum rate of
11.00 USD. Please explain.

PML 2013-022

25:29

CalATERS-Global **Expense and Miscellaneous Detail**

EXPENSE DETAIL SUMMARY

| Date | Expense Item | Amount | Expense is | Purpose | Category | Receipt Required |
|----------|-----------------------|--------|--------------|---------|----------|------------------|
| 08/20/13 | Airfare - Commercial | 208.79 | Reimbursable | | | Yes |
| 08/20/13 | Lodging | 95.85 | Reimbursable | | | Yes |
| 08/20/13 | Personal Auto Mileage | 5.65 | Reimbursable | | | No |
| 08/20/13 | Incidentals | 6.00 | Reimbursable | | | No |
| 08/21/13 | Airfare - Commercial | 208.79 | Reimbursable | | | Yes |
| 08/21/13 | Breakfast | 8.00 | Reimbursable | | | No |
| 08/21/13 | Lunch | 12.00 | Reimbursable | | | No |
| 08/21/13 | Auto/Car Rental | 37.74 | Reimbursable | | | Yes |
| 08/21/13 | Gasoline | 4.21 | Reimbursable | | | Yes |
| 08/21/13 | Parking, Auto | 8.00 | Reimbursable | | | No |
| 08/21/13 | Personal Auto Mileage | 5.65 | Reimbursable | | | No |

Cars used for Business Travel

Vehicle Type: Personal Auto Mileage

Comments

Name: Richard J Chivaro

Subject: **Return**

Comment: per diem rates